

CONVERTING A CV TO A RESUME

Difference between Resumes and CVs

Resumes typically highlight experiences and skills as they relate to a specific position, where a CV emphasizes primarily academic skills and accomplishments. For some positions outside of academe, it will be necessary to convert your CV to a resume.

Content

In converting a CV to a resume, it is critical to **tailor your skills and experiences** throughout your academic career to match the requirements of the job you are seeking.

Consider opening your resume with a **Summary of Qualifications**, which highlights your most relevant skills and experiences for a particular job. While this field is not required, it will enable the employer to understand how well you fit the job relatively quickly.

For the body of your resume, some may choose to list experiences in reverse chronological order. You might also consider using a **combination of chronological and functional formats**. This format entails creating categories that highlight specific skills (e.g. Editing Experience), and then listing experiences in reverse chronological order within each category.

To develop appropriate category headings, it is critical for you to **study the job ad**. When possible, use category headings that highlight skills required for the job to showcase skills you have developed in those areas.

Final Tips

- Length: One- or two-page resumes are acceptable. If your resume goes to a second page, be sure to use a header that includes your name and page number.
- Omit reference to marital status, children, health, spouse's work, religious affiliation, and date of birth.
- Make sure your resume is easy to read, using spacing, boldface print, and bullet points to highlight specific qualifications.
- Use action verbs to begin every job description, and avoid using jargon.
- Avoid using the first person on your resume ("I," "my," etc.).
- As resumes are read from left to right, be sure to list the most relevant information on the left (title, institution where you work, study, etc.). Avoid listing dates in left-hand margins.
- Consider creating separate documents for categories such as publications and references. You may be asked to furnish these later in the job search process. For each new document, use the same header you created for your resume (name, address, etc.), and use an applicable category heading (Publications, e.g.).
- Be sure to have a counselor at the Office of Postdoctoral Services critique your CV when you have completed your draft. Your resume (and CV) must be totally free from errors!

SAMPLE CV

JOHN DEUTSCHMANN

jdeutsch@email.unc.edu

OFFICE ADDRESS:

Department of Germanic Languages
University of North Carolina at Chapel Hill
438 Dey Hall, CB #3160
Chapel Hill, NC 27599-3160
Tel: (919) 966-1641

HOME ADDRESS:

Chapel Hill Apartments, 5E
Chapel Hill, NC 27514
Tel: (919) 942-5555

EDUCATION

University of North Carolina at Chapel Hill

Postdoctoral Fellowship, Germanic Languages, 1999-Present

University of Michigan, Ann Arbor

Ph.D., Germanic Languages and Literatures, May 1999

A.M., Germanic Languages and Literatures, May 1994

Westfälische Wilhelms-Universität, Münster, Germany

Field research in German Literature, 1994-1995

Guilford College, Greensboro, North Carolina

B.A., German with departmental distinction, May 1992

Graduated Summa Cum Laude

Eberhard Karls-Universität, Tübingen, Germany

Study abroad program in German Literature, 1990-1991

RESEARCH EXPERIENCE

Postdoctoral Fellow, Department of Germanic Languages, UNC-Chapel Hill, 1999-present

Edit and prepare manuscript "Virginal Media: On the Theatricalization of the Body in 17th- and 18th-Century German Drama" for publication. Conduct research on tracing the poetics of virginity through such works as Gryphius's *Catharina von Georgien*, Lohenstein's *Epicharis*, Lessing's *Emilia Galotti*, and Schiller's *Jungfrau von Orleans*.

ACADEMIC POSITIONS

Teaching Assistant, Department of Germanic Languages and Literatures, University of Michigan, 1993-1999

Provided elementary and intermediate language instruction. Developed teaching materials for undergraduate courses.

Assistant to the Director, Undergraduate Language Program, University of Michigan, 1996-98

Organized new TA workshop. Presented teaching ideas and materials in teaching methodology course, observed new TAs in the classroom, organized and supervised testing, lesson plans and syllabi.

Advising Assistant, Study Abroad Office, University of Michigan, 1997, 1998

Advised international students on coursework, visa status issues. Conducted campus orientation.

ACADEMIC HONORS AND AWARDS

Teaching Fellowship, Department of Germanic Languages and Literatures, University of Michigan, 1993-1999

Teaching Assistant Technology Grant, 1997

Developed strategies for using computers in the classroom.

Multimedia Teaching Support Grant, 1996

Purchased video camera and accessories for the department.

Teaching Fellowship, Universität Mannheim, 1994-95

Kent James Brown Fellowship, University of Michigan, 1992-93

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Phi Beta Kappa, Guilford College, Greensboro, NC, 1987

Prize for Excellence in German, Guilford College, Greensboro, NC, 1992

TEACHING AND RESEARCH INTERESTS

- 17th- and 18th-century German Literature
- History of Drama
- Gender Studies
- Film Studies
- Language Pedagogy

PUBLICATIONS

"Lessing's Emilia Galotti and the Virginal Body," *German Quarterly*, forthcoming, 2001
36 pages in manuscript.

"Fritz Lang and the Politics of Modernity," submitted for publication, 24 pages in manuscript.

PRESENTATIONS

"Lessing's Emilia Galotti and the Virginal Body," presented at the annual meeting of the South Atlantic Modern Language Association, Atlanta, May 5-7, 1997.

"Fritz Lang and the Problem of Memory," presented at the annual conference of the German Studies Association, Salt Lake City, October 11-14, 1998.

"How to Be a Fun-tastic Teacher: The Uses of Props in the Classroom," paper presented at conference on "The Celebration of Teaching," Center for Research on Teaching and Learning, University of Michigan, March 1997.

PROFESSIONAL ORGANIZATIONS

- American Association of Teachers of German
- German Studies Association
- Modern Language Association

LANGUAGES

English (near-native fluency), German (native fluency), French (reading knowledge)

REFERENCES

Dr. Seuss
Professor, Department of Germanic Languages
University of North Carolina at Chapel Hill
CB 3456
Chapel Hill, NC 27599-7260
919-962-6789
catinhat@email.unc.edu

Dr. Katerina Witt
Chair, Department of Germanic Languages and Literatures
University of Michigan
Ann Arbor, MI 48109
lovetoskate@umich.edu

Dr. Christian Stock
Associate Professor, Department of Germanic Languages
and Literatures
University of Michigan
Ann Arbor, MI 48109
cstock@umich.edu

SAMPLE RESUME

JOHN DEUTSCHMANN

jdeutsch@email.unc.edu
Chapel Hill Apartments, 5E
Chapel Hill, NC 27514
Tel: (919) 942-5555

EDUCATION

University of North Carolina at Chapel Hill

Postdoctoral Fellowship, Germanic Languages, 1999-Present

University of Michigan, Ann Arbor

Ph.D., Germanic Languages and Literatures, May 1999

Dissertation: "Virginal Media: On the Theatricalization of the Body in 17th- and 18th-Century German Drama."

M.A., Germanic Languages and Literatures, May 1994

Guilford College, Greensboro, North Carolina

B.A., German with departmental distinction, May 1992; Graduated *Summa Cum Laude*

International Study/Research:

Westfälische Wilhelms-Universität, Münster, Germany: Field research in German Literature, 1994-1995

Eberhard Karls-Universität, Tübingen, Germany: Study abroad program in German Literature, 1990-1991

HONORS AND AWARDS

University of Michigan: Teaching Fellowship (1993-1999), Teaching Assistant Technology Grant (1997), Multimedia Teaching Support Grant (1996), Kent James Brown Fellowship (1993)

Guilford College: Phi Beta Kappa (1987), Prize for Excellence in German (1992)

Universität Mannheim: Teaching Fellowship (1994-95)

PROFESSIONAL EXPERIENCE

TEACHING/ADVISING

Teaching Assistant, Department of Germanic Languages and Literatures, University of Michigan, 1993-99

Provided elementary and intermediate language instruction. Developed teaching materials for undergraduate courses.

Teaching Fellow, Universität Mannheim, 1994-95

Advising Assistant, University of Michigan Study Abroad Office, 1997, 1998

Advised international students on coursework, visa status issues. Conducted bi-weekly campus orientation for hundreds of visiting and international students.

WRITING/EDITING

Author, "Lessing's *Emilia Galotti* and the Virginal Body," *German Quarterly*, forthcoming, 2001

Author, Doctoral Dissertation, Department of Germanic Languages, University of Michigan, 1999

Writer/Editor, various articles for academic journals, including "Fritz Lang and the Politics of Modernity," 1998

BUSINESS ADMINISTRATION

Assistant to the Director, Undergraduate Language Program, University of Michigan, 1996-98

Trained seven teaching assistants. Presented teaching ideas and materials in teaching methodology course. Observed teaching assistants in a classroom setting. Organized and supervised testing, lesson plans and syllabi.

Administrator, Technology Grant, University of Michigan, 1997

Developed innovative strategies for using computers in classroom. Designed department-wide curriculum for integrating computers in the learning process.

Administrator, Multimedia Teaching Support Grant, University of Michigan, 1996

Purchased video camera and accessories for department of 12.

SKILLS

Languages: English (near-native fluency), German (native fluency), French (reading knowledge)

Computer: Windows 95/98/NT, Mac OS; Microsoft Word, Excel, PowerPoint, SAS; HTML